



Charity Number: 1160538
Policy Documentation

CONFLICT OF INTEREST POLICY

Policy Reference	21
Status	Approved
Original Author	Bob Johnson
Date Written	2010
Date Approved on	12/03/2018

1 Introduction

This policy outlines how to recognise conflicts of interest and manage them.

2 Definitions

Term	Definition
Centre	The social hall managed by the Committee: Savernake Street Social Hall, Savernake Street, Swindon, SN1 3LZ Telephone: 07599256969, e-mail: eastcottcommunity@yahoo.co.uk
Committee	The trustees who manage and run the Centre
Conflict of Interest	This can arise in any of a number of ways, though with our limited range of activity (compared with a large national charity) the three most likely are:- ▪ A nominated member of the Committee may have loyalties divided between our Organisation and their nominating group. The Charity Commission is clear in this situation all trustees must act in good faith for the benefit of the Organisation that they are representing as a trustee, over any conflicting interests with their nominating group. ▪ The Committee may decide to remunerate a member for services rendered, in accordance with the Organisation's constitution. There are several conditions to be met should this situation arise. ▪ The Committee engages firms to carry out repair work, supply services, etc, and it is possible that a member of the Committee has an interest in the engaged firm. This interest may be direct, or indirect (such as a relative being involved with the firm).
Connected person	In broad terms this means family, relatives or business partners of a trustee, as well as businesses in which a trustee has an interest through ownership or influence. The term includes a trustee's spouse or unmarried or civil partner, children, siblings, grandchildren and grandparents, as well as businesses where a trustee or family member holds at least one-fifth of the shareholding or voting rights. If in doubt about whether a person or business is a connected person seek advice from a solicitor or other person qualified to advise on the matter.



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Organisation	Eastcott Community Organisation
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3 Why the policy exists

To ensure that conflicts of interest are identified, understood and managed.

4 Scope

All activities undertaken by the committee.

5 Responsibilities

Role	Responsibility
Trustee	The policy

6 Policy

Whenever a Committee member realises that he/she has a conflict of interest in a subject being discussed or about to be discussed, he/she must declare that interest and absent himself/herself from the discussion and voting process.

Any connected persons on the Committee must do the same.

The declarations of interest and the exclusion of the person/s from the discussion and voting process must be clearly minuted to provide visibility should it be needed, that the conflict was managed adequately.

6.1 Register of interests.

With our small number of trustees, and with our limited scope of activity, the recording in the minutes is deemed to be sufficient record of conflicts. A "register of interests" will not be kept unless circumstances change significantly, or experience shows a need to do so.

7 Associated Policies

Policy Name	Policy Ref

8 Version Control

Version	2.1	Date created on	5 th March 2018
Rational for changes	Updated		
	2.1 Eastcott Community Centre, rather than Savernake Hall		
Status	Approved		
Revision Author	Jo Innes		
Date Approved On	12/03/2018	Review Date	
Approved By: Committee			
Name	Role	Date of signature	